



Cholsey Primary School
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HEADTEACHER: Heidi McSweeney

Dear Parents and Carers,

Welcome to Cholsey Primary School. I hope that you will find this booklet useful and that it provides you with the information that you need. We would be grateful for any feedback; if you think of something that we have missed, please let us know.

Cholsey School became a single Academy in 2013 as part of an Umbrella Trust of four primary schools. Further information about academies may be found on our website, where you will also find a wealth of information about our school. www.cholsey.oxon.sch.uk

Our vision for the school is based around our mission statement: ***Preparing children for the future through academic excellence and individual care.*** This is developed through our vision and values, which underpin our belief that ***'We care'***.

Our aim at Cholsey is to make the school a happy and safe environment for all members of our school community where children can make the best possible progress in their learning. We place great emphasis on our CARE values – Curiosity, Aspiration, Respect and Enthusiam. By the time that the children leave us, we hope that they are confident individuals who are able to take responsibility for their own learning and behaviour, and who set high standards for themselves.

We are fortunate to have a close relationship with parents and we are always keen that they are involved in the education of their children and in the life of the school. Please let us know if you would like to help with anything in particular such as reading with the children, doing practical jobs around the school or sharing any other of your talents with us.

We look forward to meeting both you and your children.

Heidi McSweeney
Headteacher

School Hours – These are currently different to usual due to protective COVID-19 measures in place, which have resulted in staggered start and finish times for classes:

Year Group	Start Time	Finish Time
Foundation Stage	9 am	3.10 pm
Year 1	8.40 am	3.10 pm
Year 2	8.55 am	3.20 pm
Year 3&4	8.30 am	3.00pm
Year 5&6	8.50 am	3.20 pm

School office hours: 8:40 a.m. – 4:00 p.m.

Breakfast Club is available from 8am and After School Clubs from the end of the school day until 5.30pm

Arriving at School

We encourage our families to walk to school, arriving on time. We recommend that children cycling to school unaccompanied should have passed a cycling proficiency test. They should wear a cycling helmet and reflective clothing. Church Road is very busy and children are advised to dismount and **push** their cycles along the pavement. However, whilst COVID-19 protective measures are in place, we are unable to accommodate any bikes or scooters on site and the bike shed to store them will not be available.

Parking spaces are limited near the school. No parking or drop-off points are available on the school premises or immediately in front of the school. We have permission from the Red Lion to use their car parks during school start and finish times. These are both only a short walk from the school. You may also park in the car park at the entrance to the Recreation Ground in Station Road and walk across the Park to school, or use St Mary's Church car park and walk with care over the railway bridge.

The side gates will be locked at 9:10 and re-opened at 2:50 each day. Families arriving at school after registration should call the school office who will arrange safe entry to the school. Once at school, for their own safety and security, children are not allowed to leave the school premises without adult supervision or written permission. If you need to take your child out of school during the school day or deliver a forgotten piece of equipment, please contact the office.

Please inform the school if you usually collect your child, but are delayed for any reason, in order that appropriate arrangements can be made.

The school site is a no smoking area. Dogs, other than guide dogs and other assistance dogs, are not allowed on the school grounds.

Breakfast and After School Clubs

Childcare at Breakfast (8:00 start) and After-School (end of school day -17:30) Clubs is available Monday to Friday. The friendly and experienced staff will look after your children on the school premises on whichever days you require. The costs are currently £5.00 in the morning and £10.00 in the afternoon. Please follow the link on the website to request a place.

Uniform

At Cholsey School we are proud of our children's positive response to our expectations of their behaviour and appearance, both within school and when out in the wider community.

We recommend that children in the Foundation Stage and Key Stage 1 wear jogging bottoms rather than tailored trousers or skirts as they spend so much time outside – whatever the weather.

<p>Foundation Stage and Key Stage 1 White polo shirt Maroon sweatshirt or cardigan (with school logo) Grey trousers/skirt/shorts Dark plain tights or socks Black shoes/dark trainers Indoor shoes - plimsolls (Foundation Stage only) Summer dress – red or blue stripe or check. White socks</p>	<p>Key Stage 2 White polo shirt Maroon sweatshirt or cardigan (with school logo) Grey tailored trousers, shorts or skirt Dark plain tights or socks Black shoes or dark trainers Summer dress – red or blue stripe or check. White socks</p>
<p>P.E. – While COVID-19 protective measures are in place, we ask that children come to school dressed in their PE kit on their PE days (relevant days will be communicated by your child's class teacher) White or house T-shirt, navy blue shorts Key Stage 2 children will also need: Trainers for outdoor games – these may also be their outdoor shoes Plain tracksuit for the winter months Rugby Top (optional) Swimming trunks or swimsuit, cap and towel</p>	

Sweatshirts and Cardigans should be purchased through <http://cholseyschool.makeitmine.co.uk/>. Other items are also available through the website but can be bought elsewhere.

All clothing must be clearly named.

Home Learning

We know that many parents are keen to support their child's learning at home. We are always happy to speak to parents on an individual basis about areas that could be enhanced at home. We also strongly believe that home learning works best when it is child led, as children have a natural curiosity to find things out! This is why in KS2 we have a topic project style homework (once per big term) that allows children to have a creative approach, with guidance and support provided by teaching staff. In KS1 we recommend regular reading with your child and daily practice of key maths skills like counting, ordering, 2, 5 and 10 times table. The expectations of the national curriculum are extremely demanding. If you do wish to support your child further at home with some of the core skills needed in school, there are some useful links on our home learning page on the school website that you can use. For some of these websites a login is required which class teachers can provide.

Attendance & Absences

Good schools make sure that everyone (pupils, parents and teachers) understands why it is important for children to come to school every day. Children quickly pick up the message that it is important for them to be there. Children are expected to attend school for all 190 days of the academic year unless there is a good reason for them not being there. There are two types of absence:

Authorised (where the school approves pupil absence, for example to attend a dental appointment)

Unauthorised (where the school will not approve absence, for example to go on holiday or for a birthday treat)

If a child cannot come to school, parents must get in touch with the school on the first day of the absence, explaining why the child will not be coming in that day. This may be by phone or email (parents@cholsey.oxon.sch.uk). If no-one gets in touch to say why the child is not at school, then someone from school may phone their home. This is mainly because we want to check that children have are safe.

Family Holidays during Term Time

Parents are strongly urged not to book a family holiday during term time and holidays will not be authorised. In exceptional circumstances it may be necessary for longer planned absence. All such cases should be discussed with the headteacher, as a child who is absent for longer than 10 days after an agreed return date, can legally be removed from the school roll.

A pupil's absence during term time can seriously disrupt their continuity of learning. Not only do they miss the teaching provided on the days they are away, but they are also less prepared for future lessons which build on those they have missed. There is a consequent risk of underachievement, which we must all seek to avoid.

Term Dates are available on the School Website

<https://cholsey.oxon.sch.uk/calendar/>

Lateness

Pupils who are consistently late are disrupting not only their own education but also that of others. Where persistent lateness gives cause for concern further action may be taken. Unauthorised lateness also counts as unauthorised absence.

What can parents do to help?

- Let the school know as soon as possible why your child is away.
- Send a note when your child returns to school.
- Try to make appointments outside school time.
- Do not allow your child to have time off school unless it is really necessary.

If you are worried about your child's attendance at school what can you do?

- Talk to your child; it may be something simple.
- Talk to the headteacher and staff at the school.

If it continues...

Parents/carers will be invited to a meeting to discuss their child's absence and to complete a Parent Contract which will set targets for future attendance.

Illness and Medicines

If your child is unwell at school, you will be contacted to make appropriate arrangements for their care. We keep a register of emergency contact information for all children. Please keep us up to date with any changes.

If your child needs to take prescribed medication during the day, you should contact the school office who will ask you to complete a medication consent form. We are not allowed to administer unprescribed medication of any kind and children must not bring in medicines or cough sweets. You should always consider carefully whether it is wise for your child to be attending school during a period of illness and be aware that staff cannot be held responsible for ensuring that children receive their medication as required. That said, most of our staff have received basic first aid training.

Children with specific medical conditions are supervised as appropriate, following discussions with parents. If you have any anxieties, we can arrange for you to meet with the school nurse who will work with you to develop a medical plan and also train staff on how to deal with specific medical conditions such as epilepsy, anaphylaxis or diabetes.

COVID-19 – if you suspect that your child may have the Coronavirus, please keep them at home and arrange for a test to be administered as soon as possible. You must contact the school to report a suspected case, so that we can follow our protocols to implement protective measures.

Head Lice

Head lice are tiny wingless insects which only live on the human head, and can only be passed on by direct head to head contact. Clean hair is no protection, although regular (weekly) hair washing and combing sessions offer a good opportunity to detect head lice and to arrange treatment if discovered. Parents have the prime responsibility for checking their children's heads and carrying out treatment.

School Dinners / Packed Lunches

All children in the Foundation Stage, Year 1 and Year 2 are eligible for a free school meal. In KS2 (Years 3-6) a meal will cost £2:25. Children may make the choice to have a school dinner or a packed lunch each day at registration. Menus are available on the home page of the school website.

We provide the opportunity to pay for dinners and school activities, such as visits, by electronic means via ParentPay. A user name and password will be issued at the beginning of term. We are in the process of becoming a cashless office, so will not be taking any payment via the office.

Children may bring a packed lunch. We encourage the inclusion of fruit and vegetables in lunch boxes rather than too many crisps and chocolate bars. If you are proposing to buy a lunch box, please consider choosing an insulated box or bag into which you can place a small refreezable ice block to ensure good food hygiene.

Communication with Parents

We produce a weekly bulletin informing parents of events and diary dates which is emailed each Friday. We also compile a list of email addresses for each class and club so that we can get in touch with parents quickly. A class letter is sent home each "big" term informing parents of PE days, the curriculum and any other useful information. Paper copies of all letters are available from the office if you do not have access to the internet at home.

Parents' evenings are held in the Autumn and Spring terms but we operate an open door policy and parents are welcome in school at any time. End of Year Reports are issued to parents in the July of each year.

Special Educational Needs

Special educational needs are those which may deny children maximum access to the curriculum and extra-curricular activities in school. These constraints may be either one or a combination of the following; physical, social, emotional, behavioural, sensory or intellectual. We value all children as individuals and they are all entitled to a broad, balanced and relevant education. We, as a school community, are fully committed to inclusion and make every effort to welcome and accommodate all children. We aim to identify any problems as early as possible so that the appropriate strategies may be put in place. If you have any worries about your child, please speak to their class teacher.

The school is supported by and has access to a wide network of specialist teachers and other professionals who can be called upon to help with individual needs when children need it. In school our pastoral team is there to support families:

Mrs Kate Norman, SENDCO

Mrs Karen Poole, Family Support Worker: In her role as Family Support Worker, Mrs Poole is available to support families and ensure that any barriers to learning are removed.

Houses

All children and staff are allocated to one of our four Houses when they join the school. Families are placed in the same house. Our House names are taken from mediaeval field names in Cholsey: Buckland (Blue), Iddmead (Green), Pudmore (Orange) and Sandfield (Yellow). Children are awarded house points for good work, good manners and good choices. Each week there is great excitement as the Year 6 House captains announce the weekly results and tie the relevant coloured ribbon onto the cup.

School Council

We encourage children to take part in democratic procedures and to influence how the school runs. They all have a part to play in the running of the school and each class from Year 1 upwards elects representatives to the School Council.

The Role of the Governing Body

As a new parent to the school it is important that you know something about the role which school governors play at Cholsey School. The governing body consists of parent, staff and community governors. They are volunteers and come from all walks of life. The parents of children at the school elect governors who are there to represent the parents' views.

The governing body's role is largely a strategic one; this includes the setting and maintaining of targets, budget maintaining, looking after our building and premises and ensuring that the school meets its Health and Safety obligations. Any concerns you may have about your child at the school should be directed through their class teacher who will take the appropriate action.

The school is managed by the school leadership team led by the headteacher with the support of the governors. We like to regard ourselves as a team, which includes all the parents, working together to promote a stimulating and rewarding experience for the children.

Cholsey Primary School PTA

What is the PTA?

There are four elected officers, who are elected at the AGM in the autumn term, but every parent with a child at Cholsey School is a member of the PTA and so is entitled to attend any meeting. Meetings are held each term and details of the dates can be found in the school newsletter.

What does the PTA do?

The PTA organises social and fundraising events providing opportunities for parents and teachers to meet in an informal environment and hopefully raise funds at the same time. The funds raised are used to provide enhancements to the school environment. Most recently the PTA has purchased Chromebooks for the school.

How can I get involved?

The best way to get involved is to come to the meetings. You will find yourself among a group of people who really want to DO something to improve the school for their children. We always welcome new ideas so bring them along to our next meeting. Help is always needed at fundraising events. We need people to set things up before an event and to help clear away afterwards and of course to help run an event. Examples of what we have done in recent years include a Christmas and summer fete, Quiz and a school disco.

Policies

We have a whole range of policies to cover all aspects of our work in school and these are revised regularly by the governors. Our policies are available from on the school website or from the school office on request.